



**RANCHO LOS AMIGOS**  
NATIONAL REHABILITATION CENTER

**VACANCY ANNOUNCEMENT**  
**Registered Nurse II**  
**Centralized Admission and Referral Office**

Rancho Los Amigos National Rehabilitation Center is an internationally renowned provider of choice in the field of medical rehabilitation and research. *U.S. News and World Report* consistently rank us among the top rehabilitation hospitals in the United States. Rancho Los Amigos Department of Nursing is currently seeking highly qualified individuals to fill the position of **Registered Nurse II** for Central Admission and Referral Office.

**POSITION INFORMATION:**

The Clinical Rehabilitation Specialist (CRS) RN II is responsible for building referral relationships, assessing patients and coordinating the admission process. The Clinical Rehabilitation specialist educates physicians, rehabilitation therapists (physical, occupational, speech-language therapist), case managers, and other health care providers about Rancho's services. This position promotes and educates the services provided by Rancho within LA County's Department of Health Services as well as external organizations such as hospitals and health plans. This position will also be responsible for working on projects related to departmental performance improvement, data collection, and generation of reports.

**RESPONSIBILITIES:**

- Provide onsite assessment or chart review for patients who require Rancho rehabilitation or medical/surgical programs
- Conduct a comprehensive assessment and pre-admission prescreening by applying CMS guidelines for acute rehab inpatient program
- Communicate with reviewing physician regarding patient medical condition and provide the recommendation about the level of care per your assessment
- Complete thorough and accurate pre-admission reviews and facilitate with patient's insurance/funding source for admission
- Communicate the plan of care with patients, families, medical team, rehabilitation interdisciplinary team, and managed care resource
- Provide patient/family education regarding Rancho services
- Demonstrate RN II role model and mentor new staff and students according to CRS office guideline

**DESIRABLE QUALIFICATIONS:**

- Bachelor of Science Degree in Nursing
- Current National Certification in Case Management, Rehabilitation, or Medical/Surgical Nursing
- Experience in rehabilitation nursing as well as medical –surgical areas. Two year recent experience working in an inpatient rehabilitation unit
- Experience in utilization review and utilization review tools (e.g. InterQual, Milliman & Robertson guidelines)
- Knowledge and experience in Medicare, MediCal, CCS, and Managed Care preferred
- Ability to communicate complex issues effectively and maintain good customer service
- Able to prioritize and manage workload and demonstrate problem solving skills
- Able to abstract medical information and apply critical thinking
- California Driver License class C is needed for commute in the field or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions
- Ability to work with various levels of staff to coordinate patient care
- Good communication skills and team player

Please submit a resume to:  
Jane Ho, RN, BSN, MPA at RLANRC  
Rancho Los Amigos National Rehabilitation Center  
7601 E. Imperial Hwy., Nurse Recruitment Office, Building 503 Room 77, Downey, Ca 90242  
Tel: 562-401-7059 Fax: 562-401-7590 Email: [jho@dhs.lacounty.gov](mailto:jho@dhs.lacounty.gov)

Candidates must currently be a permanent County of Los Angeles employee who hold the payroll title of **Registered Nurse II** to be considered for a lateral transfer or a reachable candidate on the DHS certification list to be considered for a promotion or as a new-hire. Resumes will be accepted until the needs of the Department are met. Equal Opportunity Employer